

Municipal and State Agency Electric Vehicle (EV) Charging Station Incentive Program Criteria

The Department of Energy and Environmental Protection (DEEP) is committed to encouraging consumers' use of EVs by supporting the development of EV infrastructure in Connecticut. Furthermore, DEEP's Comprehensive Energy Strategy has identified expanded use of EVs as an important goal of the statewide transportation energy strategy. Through this EVConnecticut Incentives Program, funds are now available for municipalities and state agencies to install Level 2 EV chargers, which will be available to the public at no cost.

Available Funding:

DEEP is offering two levels of funding depending on the degree to which a proposal satisfies the preferential criteria for the program. For the higher level of funding, up to 100% of the project cost will be available for projects which are accessible to the public at no cost, 24 hours a day, seven days a week and located at a major traffic generator, such as a downtown area or other central destination that will attract maximum use. For these priority areas, the maximum award available will be \$10,000 for allowable costs¹ associated with the installation of one dual-head or two single-head Level 2 charging stations. The lower level of funding will provide up to \$4,000 toward allowable costs for one dual-head or two single head Level 2 charging stations. An applicant may submit proposals for more than one location. A town or agency that owns a commuter parking lot or other parking area where the public is allowed to park for 10 hours per day or longer, is eligible to obtain funding for the purchase and installation of two-outlet Level 1 EV charging station(s) at such lot. The maximum amount available for an eligible Level 1 unit is \$2,000.00, with a maximum per location of \$10,000.00.

Preferential Criteria

The overall goal of this program is to promote EV use by establishing publicly-accessible EV charging stations throughout Connecticut. In its selection process, DEEP will consider the overall cost effectiveness and the potential for early completion and operation of each proposal. Proposed projects will be selected for funding based on a set of preferential criteria including, but not limited to:

- Proposals that commit to making the EV charging station readily available to the public with no fee² for at least the next three years will be preferred;
- Proposals in which units are operational and available to the public 24 hours a day, seven days a week will be preferred;
- Proposals that commit to provide lighting, and shelter will be preferred;
- Locations with the following types of amenities, likely to attract the greatest use, will be preferred:
 - At a major traffic generator, which is defined as an important regional attraction, event, or facility that attracts persons or groups from beyond a local community, city, or metropolitan area; this can include tourist destinations and downtowns;
 - Within walking distance of dining, retail and/or entertainment opportunities;
 - Along major thoroughfares and in high traffic areas;
 - Along transportation corridors, including state highways; and
 - High profile/high traffic locations, such as train stations and airports.

¹ Allowable costs are limited to the cost of charging station(s) and necessary installation and site preparation expenses.

² Applicants planning to charge a nominal fee to cover operating expenses for the first three years must submit a business plan with their application form. **100% funding is not available for this option.**

Applicant Responsibilities

All applicants must submit their proposal no later than 5:00 p.m., Tuesday, July 12, 2016. Applicants must have site control³ over the location of the proposed EV charging station. Documentation of ownership may be requested. Application forms are available on the [EVConnecticut Webpage](#). Awarded applicants must:

- Procure and install the EV charging station(s) specified in their application and have it (them) operational on or before September 28, 2016. Note that DEEP's reimbursement for chargers will not exceed values specified in [state procurement contracts](#);
- Commit to **either**
 - Provide charging at no cost to the public for the first three years of operation, **or**
 - Provide a business plan for assessment of a fee to cover the cost of operating the charging station(s); the business plan must include an open access payment system that accepts major credit cards and allows immediate access to the charger with no additional required contact. **This business plan must accompany the application form.**
- Commit to maintaining and operating the EV charging station(s) as publicly-accessible units;
- Commit to maintaining and operating the EV charging station(s) for a minimum of three years;
- Comply with Public Act 16-135, as required.
- Agree to operate the charging station(s) as a not-for-profit venture for the life of the unit(s);
- Give approval to DEEP to post location and availability information of EV charging station on the U.S. Department of Energy's and/or DEEP's website; and
- Provide the documentation required for reimbursement.

Completed forms and all inquiries should be directed to Patrice.Kelly@ct.gov.

Reimbursement Requirements

Before reimbursement, awardees must complete the following:

- Provide a signed payment request, on letterhead, for the amount to be reimbursed;
- Submit completed reimbursement checklist, which includes a summary budget;
- Submit invoices and proofs of payment for necessary expenses associated with the purchase and installation of the charging station(s);
- Submit a photo of the operational charging station(s) with posted signs;
- Certify that the EV charging station(s) is (are) fully operational and that the awardee has committed to maintain and operate the unit(s) for three years.

All approved projects should be completed as soon as possible, but no later than September 28, 2016.

DEEP reserves the right to inspect the installation prior to reimbursement.

³ Site Control means (1) ownership of, a leasehold interest in, or a right to develop a site for the purpose of constructing the EV Charging Station; (2) an option to purchase or acquire a leasehold site for such purpose; or (3) an exclusivity or other business relationship between the Applicant and the entity having the right to sell, lease or grant the Applicant the right to possess or occupy a site for such purpose. Documentation for verification may be requested.